

CITY OF NEW ORLEANS

MITCHELL J. LANDRIEU
MAYOR

OLIVER J. WISE
DIRECTOR

Position Announcement: Intern (Unpaid)

Department: Office of Performance and Accountability, City of New Orleans

Background: The mission of the Office of Performance and Accountability (OPA) is to promote better services to citizens by utilizing data to:

- Develop operational improvements
- Make better-informed policy decisions
- Foster transparency in how City government is performing
- Build trust in government
- Promote accountability for delivering results to citizens

To accomplish this mission, the OPA is responsible for managing the City's performance management initiatives, including public Stat programs for cross-departmental strategic issues, and the quarterly ResultsNOLA report card for each departments' key performance indicators. More information about the Office of Performance Accountability is available at www.nola.gov/opa.

The internship position is an opportunity to participate in the transformation of New Orleans city government, learn about the operations of municipal government, and collaborate in a dynamic, team environment. The intern will also have the opportunity to interact with senior city government officials.

Job Duties: The intern will be responsible for working with multiple aspects of OPA's operations. Tasks will include policy research, Stat meeting preparation, and general administrative support. Interns will be expected to devote a minimum of 10 hours per week and will report to the OPA's Director, Oliver Wise.

Skills, Experience, and Background:

- Highly analytic, as demonstrated through academic success and/or significant professional accomplishments.
- Self-motivated problem solvers who have a history of finding proactive solutions to challenging problems
- Command of quantitative methods to analyze performance
- Excellent writing skills
- Comfortable working in collaborative teams
- Mastery of basic software packages (eg. Microsoft Office, including Microsoft Excel) is essential
- A strong desire to transform New Orleans city government into a high-performance organization



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Application instructions:

Please e-mail resume, cover letter, transcript, and a writing sample, such as memorandum or Powerpoint presentation that demonstrates analytic capability to ojwise@nola.gov.

Both graduate students and undergraduate students are encouraged to apply to this unpaid internship.

